

ROUTING AND TRANSMITTAL SLIP		Date	
		3 January 1985	
TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1. EO/DDA (7D24, HQS.)		EM	4 Jan
2.			
3. ADDA		J	4 JAN 1985
4. DDA		J	7 JAN 1985
5. D/OL			
Action	File	Note and Return	
Approval	For Clearance	Per Conversation	
As Requested	For Correction	Prepare Reply	
Circulate	For Your Information	See Me	
Comment	Investigate	Signature	
Coordination	Justify		
REMARKS			

Any decision on para 2 should wait outcome of OL/OC mtg with OTS on latter's use OC



Spec

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
D/OTE	1026 CofC
	Phone No.

5041-102

\* GPO : 1981 O - 361-529 (143)

OPTIONAL FORM 41 (Rev. 7-76)  
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OTE 85-1000

3 January 1985

MEMORANDUM FOR: Director of Logistics

VIA: Deputy Director for Administration

SUBJECT: OTE Requirements

Dan,

1. Following up on our casual conversation of 3 January, I would like to record the fact that OTE's preliminary evaluation of future space requirements indicates rather clearly a need for the entire Building including the first floor. I will be submitting in the near future a memorandum detailing our requirements both in terms of square footage and reconfiguration. Additionally, we are preparing a 1987 budget initiative designed to surface the funds requirement for the conversion of the Building to a centralized state-of-the-art CIA training center.

2. Recognizing that at this stage it may not be feasible, I would hope that some consideration is given to planning for OTE occupancy of the first floor in the Building when it becomes available. I believe it can be demonstrated that such a move could result in substantial savings to the Agency in the long run.

D/OTE/ (4 Jan 85)

Distribution:

- Orig - Addressee
- 1 - DDA
- 1 - D/OTE
- 1 - EXO, C/AD
- 1 - OTE Registry